
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
8203	LSO Employee Self Service Guidelines	Effective Date: 05/01/2016
		Version: 1

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Login Instructions

Learning Solution (LSO) is an internet-based training management system. It is used for the scheduling of instructor-led and online courses, student self-enrollment, approving enrollment, and tracking course completions.

The link to the MAGIC portal is the following: <https://portal.magic.ms.gov>

- Step 1. Right click on screen. It will ask you if you want to add a shortcut to this website on your desktop. Choosing “Yes” will place an icon on your desktop for the MAGIC portal login screen.

If you have MAGIC portal access you will use your current logon. When you login to the MAGIC portal, you should see a tab that reads “**Employee Self Service.**”

If you DO NOT already have MAGIC portal access, you will need to call the MMRS Call Center at (601) 359-1343. Please have your ACE ID when you call. Choose option 1 – Security and sub-option 1 - MAGIC. The MMRS Security Team will take your information, and a new temporary password will be emailed to you.

- Step 2. Login to the MAGIC portal using the username and password provided.

NOTE: If you are new user, when you enter your temporary password, you will reset your password to one of your choice. Once you have logged in successfully, you will answer the security questions and save them.

- Step 3. Select the “**Employee Self Service**” learner tab.

- Step 4. If you have messages, they will be available on the first screen of the Employee Self Service tab under “**Messages and Notes.**”

- Step 5. If you have a course scheduled, it will appear under the “**My Current Training Activities.**”

- Step 6. On the left side you will see your “**Navigation**” choices, which includes “**My Learner Account.**” From here you will be able to view your training activities, approval requests, transcript, prebookings, and qualifications.

- Step 7. Select “**Course Catalog**” from the lower left side.

Booking a Course

Depending on how a course is set up by the agency training administrator, you may be able to self-enroll, or “book,” the course. If the course is designated as self-enroll, use the following steps:

1. Search for the course by typing the course title or keyword in the “**Search Term**” box under “**Find**.”

Helpful Hint: Try to be as specific as possible when entering your search term. To narrow your search for best results, enter the course title or partial course title.

2. Select the “**Find**” button.
3. **Select the** course title link.

The course page will appear with detailed course information.

4. Scroll to the bottom of the course page.

Details for the scheduled sessions will be listed under “**Course Dates**.”

Helpful Hint: If there are not any courses scheduled or if the scheduled dates are not convenient, you can express interest in attending the course in the future by selecting the prebook link. You will be notified in your messages and notes section when courses are scheduled.

5. Select the “**To Registration**” link associated with the date and time you would like to attend. It is located to the extreme right under “**Action Status**.”

The details for the date and time you selected will appear.

Helpful Hint: Some courses require manager or administrator approval. You will have different options for booking based on whether or not approval is required.

6. For courses that **DO NOT** require approval:

Scroll to the bottom of the page to the **Book** section and select the “**Book this course**” button.

The “**Do you want to book this course?**” pop up window appears. Choose “**OK**” if you wish to register.

7. For courses that require approval: Scroll to the bottom of the page to the “**Book**” section and select the “**Request participation in this course**” button. Choose “**OK**” if you wish to register.

The “**Do you want to request participation in this course?**” pop up window appears. Choose “**OK**” if you wish to register.

Helpful Hint: The Book section at the bottom of the page contains details about prerequisites that may impact your ability to book or request participation. Please review before proceeding. For certain courses that have reached maximum capacity, you can click the **"Waitlist Booking"** link to join the waitlist, which works on a first come, first served basis. If you are at the top of the waitlist, you will be automatically booked when a place in the course opens up.

8. Select **"OK."**

"Participation was successfully booked" message appears at the top of the page for courses that do not require approval.

OR

"The participation request was submitted" message appears at the top of the page for courses that require approval.

Both types of bookings will appear in your **"My Training Activities"** section. For courses requiring approval, **"Participation Requested"** will appear in parentheses until the course is approved.

You will receive an email notification confirming this transaction.

Book and Launch Online Courses

Self-booking a web-based online course is very similar to booking a classroom course that does not require approval.

1. Search for the course using the **"Find"** tool by typing in the course title or keyword.

Helpful Hint: Try to be as specific as possible when entering your search term. To narrow your search results, the course title, or partial course title, works best.

2. Select the **"Find"** button.
3. Select the course title link.

The course page will appear with detailed information about the course.

4. Scroll to the bottom of the course page.

Details for the scheduled sessions will be listed under **"Course Dates."**

5. Scroll to the bottom of the page to the **"Book"** section and select the **"Book this course"** button.

The **"Do you want to book this course?"** pop up window appears. Select **"OK"** to book the course. The **"Participation was successfully booked"** message appears at the top of the page.

Helpful Hint: At this point you can either select the **“Start Course Now”** button at the top of the page, which will launch the course content; or, to start the training at a later time, later select the **“Start now”** link from your **“My Training Activities”** section.

Helpful Hint: You can view your progress for a specific web-based training on the course details page. After finishing a course, you will see “The course was passed successfully, but it has not been set to completed” in the Learning Progress section, Completion Status field. The course will be automatically set to “completed” within 24 hours.

Canceling a Booked Course

Depending on how a course is set up by the sponsoring Agency’s Training Administrator, you may be able to self-unenroll, or “cancel” a course. If the course is designated as self-unenroll, use the steps listed to cancel.

Helpful Hint: You cannot cancel courses awaiting approval, indicated by “Participation Requested” in parentheses under the course title link. You can only request cancellation after they have been approved, and the “Participation Requested” has been removed.

From the **“My Training Activities”** section:

1. Select the **“Course”** title link. The course details page appears.
2. Select the **“Cancel Participation”** button next to your name in the Participant section. The **“Do you want to cancel course participation?”** pop-up window appears.

Helpful Hint: For web-based training courses, you must scroll to the bottom of the page and select the **“Cancel booking for this course”** link.

3. Select **“OK.”** “Your booking was canceled” message appears at the top of the page. The course is removed from “My Training Activities.”

Prebooking Course

You can use prebooking if there are no courses scheduled or if the scheduled dates do not suit you. By prebooking, you are simply expressing interest in attending the course at a later date. When new sessions are scheduled, you will be notified in your **“Messages and Notes”** section.

To prebook a course:

1. Search for the course using the **“Find”** tool by typing in the course title or keyword.

Helpful Hint: Try to be as specific as possible when entering your search term. The course title, or partial course title, works best to narrow your search results.

2. Select the **“course title”** link. The course details page appears.

3. Scroll down to the Course Dates section and click the **“prebook”** link. The prebook page appears.
4. Select a **date range** for the time period in which you would like to participate.
5. Click the **“Select Location”** button to choose a specific location where you would like to attend. The **“Select Location”** pop-up window appears.

Helpful Hint: You can leave the location field set to the default “No Restrictions” if you would like to be notified about all available courses, regardless of location, that fall within your established date range.

6. Scroll to the desired location.
7. Select the **“Location”** link. The location field populates.
8. Select the **“Prebook”** button. “Your prebookings have been updated” message appears at the top of the page.

Helpful Hint: You are not automatically booked into courses that you have prebooked. You must still go through the booking procedure to reserve a spot in the course you wish to attend. Courses that meet your prebooking criteria will appear in your **“Messages and Notes”** section when they are scheduled. You can book yourself in those courses at that time by selecting the course title or date link for the session you wish to attend and following the standard booking procedure. Only one prebooking may exist for a given course in a specified time period. Your prebook list will reflect the most recent data entered.

Cancel Course Prebooking

To cancel Prebookings:

1. Select the **“Course Prebookings”** link in the My Learner Account section. My Course Prebookings page appears.
2. Select the prebookings you would like to cancel by selecting the appropriate box(es). The boxes for selected courses will turn orange.
3. Click the **“Cancel Prebookings”** button.

The message, **“Your prebooking was cancelled,”** appears at the top of the page, and your list of current prebookings is updated.

Course History and Transcript

Training History

1. Select the **“Training Activities”** link in the My Learner Account section. This will bring up all of your current training activities, completed courses, and cancellations. You can also view a summary of costs incurred for courses you requested, booked, and cancelled.

Training Transcript

1. Select the **“My Transcript”** link in the My Learner Account section. Your transcript will appear in a separate window.

2. Click the printer icon  in the upper left corner to print.

If the toolbar containing the printer icon is missing, press the F8 key to restore the toolbar at the top of the window.

Qualification Profile

Qualifications within LSO represent skills or competencies relevant to your job that you have acquired through completing certain training courses. Qualifications are assigned to courses at the discretion of your agency training officer, and have a proficiency level and “valid to” date. Qualifications are a convenient way to track and maintain certain requirements for your job, especially certifications and licenses.

To view qualifications you have acquired through training:

1. Select the **“Qualifications Profile”** link in the My Learner Account section. The “My Qualifications” page appears.